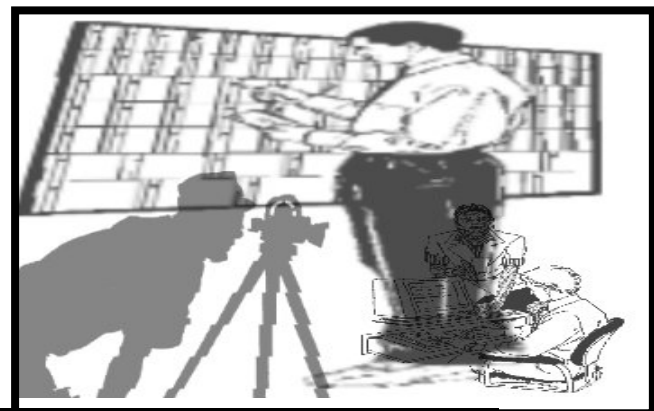


Chapter 6

Post-Event

Action



CHAPTER 6: POST-EVENT ACTION

INTRODUCTION

The after action must be done in a timely manner and shared with the rest of the team. The after action report focuses on both the positive and negatives which occurred at the event.

DEMOBILIZATION

Demobilization should be planned just as carefully as the event itself. Demobilization actually begins during the planning stages of an event and continues during the event. Planners must decide upon a logical order in which to release response agencies and other resources, and they must authorize a point of contact to release resources. Impact on the community and its resources must also be considered in the demobilization process. The Incident Commander using the demobilization unit in the Planning Section should direct the demobilization process.

EVENT CRITIQUE MEETING

Following the event, all members of the planning committee and those in charge of resources should meet to critique the event. For persons unable to attend, providing a survey may be an option. The purpose of the Event Critique Meeting is to allow open discussion of what went well and what could have gone better and to lay the groundwork for future events.

Prior to the meeting, planners should establish guidelines for discussion and select a facilitator for the meeting. Guidelines should emphasize that the meeting is intended to be a positive learning experience for all agencies, not a session to assign blame for problems that occurred during the event. The facilitator may come from Emergency Management or the lead agency, or planners may bring in a neutral third party that will maintain order if conflicts arise and agencies begin to find fault with one another. Problems should be discussed in generic terms as much as possible to avoid singling out specific agencies for criticism.

The lessons learned during one event can be used in planning for later events. The agenda items discussed at the meeting, both successes and failures, should take the form of a report to be examined and discussed by officials later. If serious incidents occurred, such as a death or mass arrests, then writing the final report may have to wait until after litigation is completed. The facilitator is typically assigned responsibility for documenting the meeting.

A log of checkout policy and procedures (which is created during the planning stage) ensures that everything is complete and that all agencies are satisfied with the outcome of the event. Finalize one event before planning another.

Post-Event Action

The Event Critique Meeting is the final gathering of the event planning committee before releasing response agencies or resource personnel. Before the event planners allow response or resource personnel to leave, they should ensure that the responders have sufficient rest as well as means to return to their home bases safely. Often the personnel working the event are busy taking care of others and forget to take care of themselves.

Also at this meeting the promoter and planners should conclude any outstanding matters such as financial obligations or matters concerning supplies and equipment. Planners and promoters should prepare a detailed statement of expenditures and outstanding bills as a part of the After-Action Report.

AFTER-ACTION REPORT

The facilitator or Emergency Management may be tasked to prepare the after-action report. This report is a vital document. The After-Action Report is composed following the critique meeting. The main purpose of an After-Action Report is to identify and document what worked, what did not work, and what could be improved. A useful After-Action Report should prevent the same kinds of mistakes and incidents from occurring at the next event. The report can also include any additional data, such as crowd control measures that were especially successful, that may be useful in planning similar future events. Everyone involved in the event should contribute to this important document. After-Action Reports have no established formats. Most communities have a sample report to guide planners. If an incident occurred during the event, the planning committee must prepare a critique sheet to show how personnel responded to the incident should questions of legal liability arise later. After-Action Reports are also excellent ways to document events for historical or legal purposes.

While this manual focuses mainly on planning a special event, an After-Action Report focuses on improving the next event.